

Job Description

Job Title	Policy Officer (temporary, covering maternity leave)
Reporting to	Chief Executive Officer
Hours of work	17.5 hours per week
Place of Work	Doras Luimní Offices, 51a, O'Connell Street, Limerick

About Us

Doras is a non-governmental organisation which works to promote and protect the rights of refugees, asylum seekers and migrants. Our mission is to promote and uphold the human rights and well-being of migrants through personal advocacy, integration development and collaborative advocacy at local and national level. We provide a free and confidential advice and legal information service on a wide range of immigration-related issues.

Policy Officer

Doras Policy Officer will work in close collaboration with Doras Chief Executive Officer, to identify key policy areas requiring focus, developing papers and policies on issues directly affecting refugees, asylum seekers and migrants both locally and nationally. The Policy Officer works in collaboration with key national partners with the aim of informing and influencing Government policies which impact on our clients.

Duties of the post:

- To collaborate on national policy campaigns to ensure the needs and issues of migrants are highlighted at a national level.
- To work with Doras Caseworkers in identifying trends and issues presenting to the Doras Advice and Information services.
- To work with relevant organisations and groups to avoid duplication of work across the sector and engage their support as appropriate.
- To support other Doras staff e.g. providing updates and information on changing policy.
- To identify and implement strategies to promote Doras policy positions and briefings, locally and nationally.
- To facilitate and lead campaigns on key policy issues as identified in collaboration with Doras CEO.
- To support the work of Doras Communications Officer in the drafting of press statements.
- To work with local and national Government, other networks and the general public to engage support and endorse our work and campaigns.

Other Duties:

- To effectively represent and promote the vision, mission and values of Doras at relevant fora.
- To attend and contribute to fortnightly Team meetings.
- To maintain accurate and up-to-date records of all work.
- To complete monthly performance reports.
- To compile and work to an Annual Work plan.
- To maintain strict confidentiality of personal information about Doras service users and adhere to Doras policy and procedure in this regard.
- To undertake additional tasks and responsibilities, which may arise from time to time and are incidental to the post.
- To carry out duties and responsibilities with due regard to Equal Opportunities legislation and Doras diversity policies.

Person Specification

Qualifications:

A relevant third-level qualification or equivalent combination of relevant education and experience;

Experience/Knowledge:

- Experience in a similar Policy role and of influencing policy and practices;
- Experience of working in a NGO / community development setting;
- Have a deep understanding of the issues facing migrants in Ireland particularly those who are at risk of social exclusion, poverty and discrimination;
- A commitment to human rights based approaches, particularly as they affect refugees, asylum seekers and migrant workers;
- An understanding and ability to relate to people across cultures;

Skills/Abilities:

- Excellent writing skills and the ability to produce content for a variety of media (print, web, social media);
- Ability to engage with our client group with compassion and empathy;
- To have a flexible and adaptable work approach;
- Excellent organisational and time management skills, with the ability to work well under pressure;
- Excellent written, verbal, analytical and interpersonal skills;
- Exercise good listening and communication skills with sensitivity to cultural communication skills;
- Appreciation of the need for confidentiality and integrity;
- Well-developed IT skills;
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
- Comfortable working in a busy, dynamic, multi-cultural environment;